

Security Information

10 December 1953

MEMORANDUM FOR: DIRECTOR OF TRAINING

SUBJECT: Progress Report, Records & Registration Section, OTR
for the week of 3-9 December 1953

1. Students presently in full-time OTR courses in CIA installations: ✓

a. Basic Intelligence

(1) BIC (I) #15	23
(2) BIC (CS) #6	63
(3) Phase II, # 5	69

b. Specialized

25X1

c. Clerical

(1) Administration Course #49	35
(2) Clerical Induction Training	13

TOTAL FULL-TIME OTR COURSES

279

2. Students presently in part-time OTR courses in CIA installations: ✓

a. Basic Intelligence

(1) CIA Indoctrination	32
(2) Reading Improvement Course #14	
DDP Personnel	19
DDA & DDI Personnel	31
(3) <div></div> Reading Improvement Course #1	4
	86

b. Management

(1) Human Resources Program	19
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c. Clerical

(1) Clerical Induction Training	5	
(2) Clerical Refresher Course #32		
Shorthand	9	
Typing	11	20
(3) Clerical Orientation Course #80	21	46

d. Language and Area

(1) CIA Language Laboratory		
Regular Classes	92	
Self-Study	103	195

TOTAL PART-TIME OTR COURSES

346

3. Students presently in full-time external training: ✓

a. Defense Schools

(1) Air War College	1	
(2) Armed Forces Staff College	1	
(3) Army War College	1	
(4) Intelligence Staff Officers Course	1	
(5) Industrial College of the Armed Forces	1	
(6) National War College	3	
(7) Naval War College	1	
(8) Strategic Intelligence School	3	12

25X1

b.

c. Management

(1) Advanced Management Program-Harvard	1
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d. Language and Area

(1) Program A	2	
(2) Program C	6	
(3) Program G	5	
(4) Army Language School, Monterey, Calif.	4	
(5) Navy Language School, Anacostia, Md.	3	
(6) FSI-Near East Language & Area Program	6	
(7) FSI Language	4	
(8) Georgetown Miscellaneous Courses	1	
(9) [REDACTED]	12	
(10) Miscellaneous Area Courses	1	
(11) Miscellaneous Area & Language Courses	48	

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e. Miscellaneous

3

TOTAL FULL-TIME EXTERNAL TRAINING

114

4. Students presently in part-time external training: ✓

a. Defense School Lectures

(1) Industrial College of the Armed Forces 13

b. Language and Area

(1) Georgetown University		
SRA #28	9	
SRS I, Group 8	7	
SRS II, Group 7	4	
(2) Georgetown Miscellaneous Courses		20
(3) Georgetown Central Asian Program		36
(4) FSI Language		10
(5) Miscellaneous Area Courses		1
(6) Miscellaneous Language		4
		<u>47</u> 118

c. Clerical

(1) IBM - Washington, D. C. 15

d. Miscellaneous 48

TOTAL PART-TIME EXTERNAL TRAINING

194

GRAND TOTAL - 933

5. During the week one request for exemption was approved:

<u>OFFICE</u>	<u>NUMBER</u>	<u>COURSE</u>
ORR	1	BIC (I)



Registrar, OTR

25X1

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